

Notes from March 29.2001 DQA Team Conference Call

Participating: Stan Griffith, Joan Christy, Stephanie Klepacki, Karen Carver, Roger Gollub, Debra Heller. Not participating: Patricia Osborne, Keith Longie.

Project Management

One day face to face meeting in Albuquerque on April 17. Agenda to be developed. Conference Calls – weekly on Thursday 10 AM, set up already, Joan will send out call info.

Discussed asking to have Debra detailed to work with Linda Querec to gain direct access to Linda's special knowledge for this initiative. Stan will pursue this with Rus.

Phase this project:

Phase I now, information gathering and some actions (determined as we see holes – documenting holes, creating the duplicate NPIRS production DB) and take first steps to rudimentary warehouse.

Phase II analyzing info we have and determining next steps.

Website up this week with charge (when approved), short-term goals, WBS, PPT, Discussion Board, the upgraded issue log.

ITSC Project and status report of what's done is being prepared.

NPIRS Access

Reviewed the NPIRS task to stand up a duplicate database. Have nearly completed an IV&V plan to be performed by Stephanie, Karen, with some initial help from Mark Kroska. DB2/SAS connect software provides access. Initial verbal commitment for completion of replicated DB was a week ago, over the weekend it was re-set to yesterday 3/28. DB not completed yet, Stan will discuss further with Rus. Our focus is on access for Patricia, Karen, Debra, Stephanie, and Roger. Need to also get the data in a form that a non-SAS person can access/use. In interim, can put data out in ASCII format, or Access, for people to have access now and not wait. Karen advised that SAS will output in different formats. Mike needs to work with Roger to get data out in other workable formats. Follow-up Issue: DB2 upgraded to 7.1 not handled by SAS, awaiting info from vendor.

Data Warehouse

Status update: Contract submitted to IBM. Part 1: Update previous DB assessments, design, structure, and define what should we be doing to meet current data needs. Part. 2: Make recommendations based on DMT to implement a rudimentary data warehouse that accepts raw data, acknowledges its receipt of what we got and analyze it for accuracy and completeness, store, then makes subsets of data available to users as data marts. Must decide at what level is the data raw – may have to rethink the exports themselves and what they include and exclude (separate issue being handled by the Data Needs Workgroup). For now we will stand up the raw data we currently get, employing software that can determine differences between what's received and what's sent. IBM will be looking at all technical aspects of warehousing.

There are no preconditions on how the data warehouse concept would be managed or sited within our organization; we are looking at all options. Mike Gomez has been asked to provide an analysis of how such an entity might be structured, focusing on people and organizational structures rather than hardware or software. There are no assumptions about where it will reside or who will manage it. Need to think outside the box and look to the best way to do it. We may recommend a site, but the decision is out of our scope – Rus, Dick, etc. will review our recommendations and make decision. We can assign tasks, make incremental improvements, make tactical decisions.

Documentation

Preliminary user pop documentation needs to be expanded and we need a version that a non-techie user can understand. Need more flesh on the ERD already submitted. Roger sees problems in the way the documentation is understood – different definitions, understandings of what it means. Our charge is to define what interfaces we need with the user groups – communication – (service pop vs. user pop). We cannot implement a logic until the user groups define it. Once defined, we will manage the technical implementation of it. NPIRS has suffered at times from a lack of clear decisions on the program issues. We need to document what logic we're using and make sure that same logic is used in PCC. Need to have programmatic input: these program definitions are in flux and need to be clarified even by the program/tribal people (e.g., tribal vs OPH definition of user pops and what's in them.). This team may have to work with different logics, but if we maintain the underlying data accurately and unchanged, we can then apply various logics ourselves and let the data marts apply their own logic to the data. I.e., we need to modify logic not data, wherever possible.

Inventory

Inventory process is proceeding. Data archive project: Issue has arisen over purging data no longer needed. We've asked NPIRS to go ahead and mark records they feel should be purged, but not to purge them unless they have verified backups of the data. We have also asked them to develop criteria for how they are determining if records should be purged for our review. Roger stated he feels we need a second level of inventory—an inventory of ongoing data-related activities throughout IHS (e.g., the ORYX program has a web-based utility reporting records received, showing age of exports, etc.); need a list of who's doing what in data quality area. Stan stated that the team shared his view of the special value of the ORYX interface, in fact an interface like this with enhanced intelligent error checking was specifically included in the DQA-Team's short-term plan that was distributed yesterday. Roger advised the group he would pursue this more complete inventory of data-related activities as his time and contacts allowed. Joan stated she would explore web links to other sites (e.g., ORYX, Tracker system, Stat Officers, Data Mgmt Team and its discussion board). We need to know about everything folks in NPIRS are doing besides those things with which this Team will be directly concerned (e.g., billing, other reporting activities) so we can anticipate affects of those activities on what we're doing. Stephanie and Joan will obtain a list of all projects in NPIRS which should also be in the ITSC project DB.

Communication and Coordination:

Patricia to actively interact with Stat Off to coordinate with them what's going on with both, e.g., with the Patient Care Workgroups they have set up. We need to define the other non-ITSC programs with which we need to communicate – Diabetes, EPI, etc. Keith Longie has agreed to coordinate and ensure communication with other key IHS groups (e.g., ELG, ISAC, IHLC, etc.) and Tribes and Tribal leaders for this team

User Pops:

Edna will be sending us a footnote/disclaimer by the end of this week and then Paul Golis will post non-adjusted numbers to NPIRS web with this footnote attached. The adjusted numbers (adjusted as determined by Linda, OPS) will be posted on the OPS site - the NPIRS website will just link to this page. Debra will check on the posting of the adjusted data and let NPIRS know the link to include on their website.

Stan advised that Patricia had reviewed the outstanding program decision issues on Stephanie's workload reports issues spreadsheet and that she agrees all represent decisions OPS/Stat Officers should make and that 40% are critical. OPS is working on the decisions. Will run user pops every two weeks for us to monitor the effects of these iterative decisions, but the interim numbers will not be published externally because they would create great confusion. We need a "drop dead date" for the next user pop reports. Our decision: We will version the user pop reports utilizing the completed decisions at the time of the run and improve with each iteration while we set a process in place. Roger wants his own dataset to apply his own logic to it. He advised that folks will want access to the raw dataset as well as the current counts so that they can apply their own logics to the raw data.

Joan: Find out about whether Debra, Roger, Keith, and Patricia have access to the DQA Team directory on hqw_s_data. If successful she will notify each when access is set up and how get to the directory.

The Team discussed the large volume of documents being distributed via e-mail. Stan needs to see them all. Joan is capturing documents and archiving and is also capturing email threads and NPIRS assignments. Roger, Karen, Stephanie will get all and just use the delete key frequently. Stan will ask Robert Montoya to set up distribution list in global.